

DEPUTY DIRECTOR, GENERAL SERVICES
(Executive Management)

DEFINITION:

Under administrative direction, to plan, organize, and direct the activities of a major division within the Department of General Services; to serve as principal assistant to the Director, General Services; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is an executive management class allocated only to the Department of General Services. A Deputy Director, General Services reports to the Director, General Services and is responsible for managing an assigned division such as real property or facilities management.

EXAMPLES OF DUTIES:

Real Property Management:

Plans, directs, and organizes the activities of the Real Property Management Division providing professional services in the acquisition, management, and disposal of land and property; develops and implements countywide policy, procedures, and plans concerning real property management and the county's real property holdings; provides systems for computer inventory of all real property assets and leases; establishes criteria and guidelines to control the review and processing of proposed real property acquisitions, real property management and related services; ensures that divisional activities and programs conform to federal, state, and local laws and regulations; negotiates and administers contracts for real property and other related services; develops the division's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; prepares reports and correspondence; acts as liaison with other public and private agencies and provides information to county departments, the public, and agency representatives on departmental activities; performs special studies and projects as assigned by the Director; and supervises subordinate staff.

Facilities Management:

Plans, directs, and organizes the activities of the Architectural and Facilities Division involved in planning, estimating, designing, and constructing capital improvement projects for the County; directs, reviews, and approves the work of contractors and consultants' work in the design and planning of building construction, alteration, and modification projects; ensures that architectural drawings and specifications conform with building codes and program objectives; directs the preparation of cost estimates for proposed construction and building alteration projects; develops and implements divisional policy, procedures, and plans concerning architectural and facilities engineering; negotiates, reviews, and administers architectural and engineering contracts; develops the division's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; prepares reports and correspondence; acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities; performs special studies and projects as assigned by the Director; and supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods and techniques used in long-range planning for county real property acquisition.
- Methods and techniques used in real estate appraisal.
- Modern principles and practices of architectural and facilities engineering.
- Methods and techniques of long-range capital facilities planning, estimating, design and construction.
- Applicable federal, state, and county laws, regulations, and policies on real property acquisition, management, and disposal.
- Laws, regulations, and policies on acquiring property through eminent domain.
- Applicable building codes and regulations related to capital projects and improvements.
- Methods of cost analysis and financing capital projects.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- General Management System in principle and in practice.

Skills and Abilities to:

- Plan, direct and organize the activities of staff.
- Negotiate and administer contracts for real property, architectural engineering design, and other related services.
- Coordinate departmental services with County departments and public/private agencies.
- Ensure that divisional activities conform to federal, state, and local laws and regulations.
- Identify and resolve operational problems.
- Direct, review and approve the work of contractors and consultants in the design and planning of building, construction, alteration and modification projects.
- Develop and implement policy, procedures and plans concerning architectural and facilities engineering.
- Ensure that project plans and specifications conform with federal, state, local laws and regulations, building and other application codes.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare executive public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.